



To: Our Citi Business Partners

From: Citi Resource Management Organization (RMO)

Re: COVID-19 Update

Citi is closely monitoring the evolving COVID-19 situation and taking proactive measures to preserve the health and safety of our colleagues and their families, as well as, our clients and the communities we serve. As a Citi-approved supplier, please take note of the following guidelines.

You should notify your primary Citi Business Contact if:

- An individual in your company that supports the delivery of services to Citi and works on a Citi premise, has a suspected or confirmed case of COVID-19. **Note:** We do not need to know the name of the individual, only if this situation has arisen.
- If you experience a shortage of supply, service or a supply-chain disruption impacting Citi along with your relevant action plan and response protocols.

If you are a supplier that provides temporary staff to Citi:

- Non-employees on assignment with Citi should follow the guidance provided to Citi employees in that specific market/region.
- More information has been provided from the Non-Employee Staffing Office as appropriate.

Suggestions to minimize risk of exposure:

- Maintain social distancing and avoid large in-person meetings/gatherings.
- Reduce the number of visitors accessing your office location.
- When possible, conduct virtual meetings/conference calls.
- Disinfect workspaces to remove germs: practice routine cleaning of frequently touched surfaces.

Citi will continue to closely monitor the situation and inform you of any measures that apply to you as a supplier. Please stay up-to-date on the situation by visiting the [Citi COVID-19 Guidelines for Suppliers web page](#).

Thank you for your continued partnership with Citi.